

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES-TECHNICAL PROGRAM MANAGER OF
ENGINEERING DESIGN AND CONSTRUCTION ACTIVITIES

The City of Memphis is requesting qualifications for professional services relating to construction administration, PROJECT management including knowledge of design and inspection, and compliance with federal transportation rules and regulations for the infrastructure improvements to be constructed for the Main Street to Main Street Multimodal Connector PROJECT (Harahan Bridge and Main Street Memphis corridor and Crittenden County Arkansas, connector) (the “PROJECT”). The PROJECT is funded by multiple agencies and partners and when the final Grant agreement is executed between the City of Memphis and the Federal Highway Administration the PROJECT would be additionally funded through a TIGER IV Grant.

The City is proposing to enter into multiple contracts with various vendors who will be designing, constructing, and outfitting bridge alteration, infrastructure improvements, and related items. The City will have certain funding obligations relative to the improvements. The proposed work includes monitoring the progress of the improvements on behalf of the City and ensuring that the funding obligations of those entities are timely met without incurring any additional or unforeseen liabilities as set forth below. The proposed work does not include providing construction engineering inspection.

The PROJECT

The Main Street to Main Street Multimodal Connector PROJECT is a partnership with the states of Tennessee and Arkansas and the municipalities of Memphis – Shelby County, TN and West Memphis - Crittenden County, AR. to establish a twelve mile regional multimodal corridor that will increase and improve alternative transportation options in the Memphis metro area.

The scope of work includes streetscape, utility, sidewalk, roadway, and drainage improvements in Downtown Memphis, TN, conversion of the existing roadways on the Harahan Bridge to a bicycle and pedestrian bridge, and construction of new multi-use trails to connect the bridge with new Broadway Avenue improvements in West Memphis, Arkansas. The PROJECT is divided into five segments, which are described in the table below.

These five segments will require into three NEPA documents, each requesting a categorical exclusion. NEPA CE #1 consists of PROJECT segments 1, 2, 3 and components A, B, and C of segment 4. NEPA CE #2 consists of the remainder of segments 4. NEPA CE #3 consists of PROJECT segment 5.

| PROJECT Segments | PROJECT Area |
|---|--|
| Segment 1 - Uptown / Henry Ave to Main Street Mall | A. Main Street & Henry to Main & A.W. Willis |
| | B. Front Street: Looney to A.W. Willis |
| | C. Uptown Hope VI / St. Jude Connector |
| | D. Main & A.W. Willis to Main & Exchange |
| Segment 2 - Main Street Mall | A. Main & Exchange to Main & Peabody |
| Segment 3 - South Main & AMTRAK Central Station | A. Main & Peabody to South Main & Carolina |
| | B. Front & Dr. Martin Luther King Jr. Ave to South Main & GE Patterson |
| Segment 4 - Harahan Bridge & Connections | A. S. Main & GE Patterson to Front & Georgia |
| | B. Front & Georgia to Florida & East Carolina |
| | C. Florida & East Carolina to Harahan Bridge |
| | D. Harahan Bridge |
| | E. Harahan Bridge to Dacus Lake Road / I-55 S Service Road |
| Segment 5 - Dacus Lake Road / I-55 South Service Road to MLK Dr. / South Loop Road | A. Dacus Lake Road / I-55 S Service Road to Bridgeport Road |
| | B. Bridgeport Road to I-55 over UP Railroad |
| | C. Service Road at UP Railroad to Service Road at E. Broadway |
| | D. Service Road at E. Broadway to MLK Drive / South Loop Rd |

The total cost of the PROJECT is projected to be \$29,789,000 of which \$14,939,000 will be funded by federal TIGER IV grant funds. The remaining PROJECT funds come from various public and private sources almost all of which have certain limitations and restrictions on how, where and when they may be spent.

Project Manager role versus Technical Program Manager role

The PROJECT is being led by the Main Street to Main Street Project Manager. The Project Manager is in responsible charge of the entire PROJECT and the successful proposer will report to and make recommendations to the Project Manager. The Project Manager will fulfill the role of an owners' representative and interface with PROJECT partners, governmental officials and agencies and the public. The Project Manager reports to Memphis Mayor A C Wharton. The selected respondent will provide technical and construction administration expertise to ensure the PROJECT is completed in a high-quality manner, on time, and on budget.

Scope

The Technical Program Management services are to consult with and advise the City to the extent requested by the Project Manager concerning its funding obligations in connection with improvements being constructed, including the timing of these obligations and determining whether various payment conditions have been met. All services listed below will be the subject of a comprehensive construction administration/management contract to be entered into by and between the successful proposer and the City. Services and duties may be added and deleted by agreement of City and the successful proposer as the PROJECT requires.

Contract Administration / Quality Assurance Services:

1. In coordination with the Main Street to Main Street Project Manager and in accordance with all construction and requisition schedules agreed to by the City, prepare and regularly update a Master PROJECT Schedule for City obligations including completion milestones, phasing requirements, and interfaces of work to be completed by other parties.
2. Prepare and track “Deliverables Matrix” outlining information and decision making required by the entities involved in the PROJECT to meet the City, County State, private, and Federal funding commitments and in consultation with the Project Manager to ensure that funds of the City, County, State, Federal Authorities and private partners are properly allocated and spent in accordance with stipulated fund uses.
3. Attend regularly scheduled coordination meetings with the PROJECT Partner’s representatives, which include the City’s PROJECT Team in monitoring progress and facilitating the flow of information. Compile reports on periodic site visits and provide progress updates to the City’s PROJECT Team.
4. Understand, provide advice concerning, and approve as to form all contracts entered into by the City relative to the improvements to be constructed, to prepare and update a Master Funding Drawdown Schedule relative to all funding obligations of the Public Authorities. Interface and coordinate regularly with the City and the Public Authorities as required concerning the construction of the improvements and the relative funding obligations of each relative to specific improvements that are completed.
5. Compile, verify and validate all pay requests submitted by contractors/vendors performing work under contract in full compliance with the design, construction and requisition schedules and submit validated invoices with fund source validation through the Tennessee Department of Transportation which will verify the validity of the documents and transmit for payment.
6. Ensure documentation and records are maintained for periodic Quality Assurance Audits by a third party firm.
7. Along with the Project Manager, serve as a point of contact for state and federal audits and reviews of the public grant funds allocated to the PROJECT; be familiar with appropriate state and federal audit guidelines and policies.

8. Assist in facilitating solutions and advise the City on conflicts and claims related to the Company, contracts and contractor performance.
9. Provide funding draw down status for PROJECT features to the City on an as needed basis.
10. Monitor the contract close out process with contractors to ensure warranties, releases, indemnities, certifications, documentation, additional materials, as-built, etc. are provided to the City and the Public Authorities, as appropriate prior to final payment by the Disbursement Agent.
11. Assist with and monitor federal Disadvantaged Business Enterprise (DBE) participation and the City's Minority Women Business Enterprise (MWBE) inclusion in all aspects of the PROJECT, including outreach and creating multiple opportunities to ensure the most meaningful participation.
12. Maintain PROJECT files for preconstruction, construction and post-construction activities.

Preconstruction Administration Services:

1. Develop a system and set of protocols for coordination and communication with the City and Public Authorities.
2. Be intimately familiar with Main Street to Main Street PROJECT Site, Scope, Budget, and construction milestones.
3. Assist in the preparation, dissemination and review of responses of Requests for Qualifications (RFQs), Requests for Proposals (RFPs) and construction bid packages.
4. Establish a system for review and submission of vendor invoices that is compatible with those financial systems utilized by the State of Tennessee and City of Memphis Finance Department.
5. Be familiar with and knowledgeable of PROJECT grant funding for eligible activities and categories including their uses and/or restrictions/prohibitions and track funding drawdowns by activity/category.

Construction Administration Services:

1. Monitor the daily construction activities of the PROJECT to include verification of placement and adherence to construction schedules for payment purposes.

2. Review and validate payment requests from consultants, contractors and other construction trades in accordance with the City's construction and requisition schedule and ensure appropriate grant fund is invoiced.
3. Process, review and validate all construction submittals including change directives, change orders, and shop drawings.
4. Work with all vendors to maintain an as-built record set of PROJECT documents.

Instruction to Proposers:

1. Information to be provided should include the following:
 - a. Resumes of personnel to perform the work,
 - b. As a minimum, identify those persons who will serve in the following capacities; other titles may be added whether or not their services are actually used on the PROJECT):
 1. Project Lead
 2. Project Estimator
 3. Project Scheduler
 4. Contract Specialist
 5. Accountant/Auditor
2. The selected firm shall have a minimum of five years Construction Administration/Construction Management experience involving similar projects valued above \$25,000,000. A reference list, including client contact information, shall be submitted containing at least five (5) projects meeting the above-referenced dollar threshold. Incomplete proposals will not be considered.
3. Qualifications should not exceed fifteen (15) pages.
4. Mandatory Safety Training and protective equipment (PPE) will be required for all site visits. Certain portions of the work will require security clearance by the Railroad/Railroads for access to parts of the construction site Violation of safety/security procedures will result in immediate removal from the site and the individual will be prohibited from future site visits.
5. For the purpose of this contract, the contractor is to understand that they are NOT decision makers in the course of progress determinations BUT are to make progress observations/validations only.
6. The selected contractor shall provide Professional Liability Insurance in an amount of not less than Five Million Dollars (\$5,000,000.00) each wrongful act, and shall maintain such coverage for at least three (3) years from the termination of this agreement.

Evaluation of Qualifications:

The final selection will be made on the basis of the qualifications and perceived ability of the consultant to perform the work. A detailed scope, schedule and budget will be negotiated with the selected firm. The City reserves the right to reject any and all proposals at its sole discretion.

An evaluation committee will review submittals and narrow the list to at least three finalists. Finalists will be ranked and the highest ranked firm will have the opportunity to negotiate with the City.

Submittals

Five copies of the proposal should be submitted no later than **4:00 pm CDT, Friday, September 14, 2012** to:

The City of Memphis
C/O Mike Carpenter
125 N. Main Street, City Hall, Suite 308
Memphis, TN 38103

Late submittals will not be accepted.

Persons with questions or comments concerning this Request for qualifications should contact Mike Carpenter, PROJECT Manager, Main Street to Main Street, at 901.636.6596. Questions can also be submitted in writing via email to Michael.Carpenter@memphistn.gov at least five calendar days prior to the submission deadline. Faxed or mailed questions may not be received in time for a response.